



Hood River County Health Department, Environmental Health

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Oregon Health Authority Licensing Program Fee Schedule

Effective: 1/1/23

Annual license fees cover our costs associated with maintaining our local program and performing inspections. In addition to regular inspections, the annual license fees cover up to two re-check inspections per calendar year. All inspection are 'surprise' inspections. Any additional (necessary) regulatory inspection will incur an additional fee upon the licensee. All licenses expire on December 31<sup>st</sup> of each calendar year. There are significant penalties for failing to renew your license by that date. The penalties are applied whether you operate a seasonal facility or year-round. All fees are subject to change. Please keep your contact information up to date with our office so we can send you renewals.

Credit and debit cards are accepted in our office only (not over the phone). An online payment option is available (contact us for details). Please make checks payable to 'Hood River County'.

Food Establishment Annual License Fees:

| Restaurants:  |            | Mobile Food Establishments:                 |          | Other Food Establishments:   |          |
|---|------------|---|----------|--|----------|
| 0 – 15 Seat Restaurant  | \$711.00   | Class I – IV                                | \$711.00 | Limited-Service Restaurants:   | \$495.00 |
| 16 – 50 Seats   | \$809.00   | Accompanying <sup>1</sup> Commissary and/or | \$47.00  | (Defined under: ORS: 624.010(4))                                     |          |
| 51 – 150 Seats  | \$912.00   | Warehouse Surcharge                         |          | 1 – 10 Vending Machines  | \$608.00 |
| Greater Than 150 Seats  | \$1,067.00 |   |          | The fee schedule for additional V.M. units is available upon request |          |
|   |            |   |          | Associated V.M. Warehouse & Commissary                               | \$608.00 |
| Food establishments receive two semi-annual, 'complete' inspections each calendar year (excluding seasonal facilities).                                 |            |   |          |  |          |
| 'Re-check' inspections will occur whenever it is necessary to verify that significant violations ('Priority' & 'Foundation' Items) have been corrected. |            |   |          |  |          |
| Benevolent Organizations (Proof of IRS: 501(c)(3) status required): No charge   |            |   |          |  |          |

Establishment Plan Review Fees: These fees apply whenever licensed establishments are built, remodeled, change ownership, or change operations significantly.

| New Operation and/or New Facility:  |          | Remodel / Operational Alteration:  |          |
|---|----------|--|----------|
| - Includes one 'Pre-Opening' Inspection   |          | - Includes one 'Pre-Opening' Inspection  |          |
| Applies to all new operations, including changes of ownership.  |          | Applies to existing facility operations only, not changes of ownership.  |          |
| Food Establishments & Organizational Camps:   |          | Food Establishments & Organizational Camps:  |          |
| One fee for the entire food establishment operation review, including associated commissaries & warehouses (when applicable).   | \$515.00 | One fee for the entire food establishment remodel/alteration, including associated commissaries & warehouses (when applicable).  | \$387.00 |
| Limited-Service Restaurant - Includes one 'Pre-Opening' Inspection (Defined under ORS: 624.010(5)) and Bed & Breakfast.   | \$263.00 | A single plumbing fixture plan review (e.g., one new handwashing sink)   | \$47.00  |
| Pre-Licensing Inspection: - Includes one 'Pre-Opening' Inspection   |          | Any other food facility; or significant operational/menu revision  |          |
| Applied when a new owner/operator takes over an existing food establishment or organizational camp and plans to follow the existing plan approval.  |          | - Includes one 'Pre-Opening' Inspection  |          |
| For example, a restaurant manager takes over ownership of an existing restaurant and continues operating exactly as before. This discounted fee does not apply if physical and/or operational changes are proposed. | \$428.00 | This fee is applied to remodeled limited-service restaurants, bed & breakfast facilities, and review of alternative operation plans (such as prolonged power outage plan reviews and/or boil water advisory plan reviews). | \$258.00 |
| This fee is also applied to new and remodeled Tourist and Pool/Spa Facilities (when plan review preformed by another party - Or No Plan Review Required).   |          |  |          |

Temporary Restaurant License & Operational (Plan) Review Fees:

| Single Event Licenses & Exempt <sup>2</sup> Facility Review:   |          | Seasonal / Intermittent Licenses:  |          |
|--|----------|--|----------|
| Operates in connection with a single public gathering, entertainment event, food product promotion or other event (up to 30 consecutive days). |          | Seasonal – That operates at a specific location in connection with multiple public gatherings, entertainment events, food product promotions or other events that are arranged for by the same oversight organization. Max. 90-day period.                                     |          |
| For Profit Organizations   | \$160.00 | Intermittent – That operates temporarily at a specific location in connection with multiple public gatherings, entertainment events, food product promotions or other events, at least two of which are arranged for by different oversight organizations. Max. 30-day period. |          |
| → If paid 2 weeks prior to the event the fee will be discounted to: \$129.00.  |          | Seasonal / Intermittent License Fee:   | \$129.00 |
|  |          | Seasonal / Intermittent Plan Review Fee  | \$206.00 |
| Benevolent Organizations (Proof of IRS: 501(c)(3) status required):  | \$98.00  | Seasonal / Intermittent Minor Menu Alteration Review   | \$73.00  |
| → If paid 2 weeks prior to the event the fee will be discounted to: \$0.00   |          | Benevolent Organizations (Proof of IRS: 501(c)(3) status required): No charge  |          |

Regarding 'Seasonal' and 'Intermittent' licenses, all applicants must successfully complete a formal plan review process prior to qualifying for licensure under these categories. Formal plan review normally will only need to be completed once. If the vender wishes to alter their menu or food processes, plan review will need to be done again. Venders found operating without completing this process will be assessed the fee for and issued a 'Single-Event' license at the time of inspection.

Tourist Facilities Annual License Fees:

| Bed & Breakfast Facilities: Accommodation License: \$155.00 + Food Service License: \$284.00 = \$439.00 / year  |                        |
|---|------------------------|
| Tourist Facility Annual License Fees:   | Recreation (RV) Parks: |
| Travelers' Accommodation: Commercial Hotel/Motel, with 5+ units   | \$155.00               |
| Per Unit Surcharge:   | \$6.00                 |
| Short Term Rental / Travelers' Accommodation with 4 or fewer units  | \$294.00               |
| Annual License:   | \$412.00               |
| Site Surcharge (1-50 sites) per site  | \$3.60                 |
| Site Surcharge (51-100 sites) per site  | \$2.60                 |
| Site Surcharge (101+ sites) per site  | \$1.60                 |
| All tourist facilities receive regular sanitation inspections. Travelers' Accommodations receive at least one every 2 <sup>nd</sup> calendar year; B&B once per year. Organizational Camps, RV Parks and Picnic Parks receive two semi-annual, 'complete' inspections each calendar year (excluding seasonal facilities). |                        |
| Mass Gatherings License Application & Review = \$1422.00 + \$1.00 per anticipated person attending over 5000 attendees  |                        |

| Organizational Camps:   | Benevolent Organization                   | For-Profit Organizations |
|---|---|--------------------------|
|   | (Proof of IRS: 501(c)(3) status required) |                          |
| Full Service with permanent facilities  | \$598.00                                  | \$1,195.00               |
| Full Service with Permanent facilities – Day Use Only                                 | \$479.00                                  | \$953.00                 |
| Full Service only utilizing public facilities (already inspected & licensed by HRCHD) | \$299.00                                  | \$598.00                 |
| Full Service – No Facilities  | \$299.00                                  | \$598.00                 |
| Day Camp – No Facilities  | \$299.00                                  | \$598.00                 |

| Swimming Pools & Spas Fees:   | Contract Sanitation Inspections:   |
|---|--|
| Pool/Spa facilities receive two semi-annual, 'complete' inspections each calendar year (excluding seasonal facilities). When a Pool/Spa is closed for significant violations, they must remain closed for 24 hours and until they have passed a pre-opening re-check inspection. After the Pool/Spa is re-opened another re-check inspection will occur at any time to verify that the operator maintains conditions in compliance with rule. | These non-regulatory 'contract' inspections occur at anytime by request of the operator. They are normally by appointment. This service is provided as a courtesy to the community. Availability of inspectors varies. Contact our office to schedule appointments (541-387-6885). |
| Pool / Spa Annual License:  | \$350.00   |
| Additional Pool/Spa at same site:   | \$227.00   |
| Plan review & construction review is provided by the OHA. See: <a href="https://www.oregon.gov/oha/ph/HealthyEnvironments/Recreation/Pool/Lodging/Pages/index.aspx">https://www.oregon.gov/oha/ph/HealthyEnvironments/Recreation/Pool/Lodging/Pages/index.aspx</a>  |  |
|   | School Kitchen: \$175.00   |
|   | Daycare – Child Care Home: \$140.00  |
|   | Daycare – Child Care Center: \$175.00  |
|   | Contract Facility Re-Check Inspection: \$170.00  |
|   | General Hourly Contract Work: \$255.00/hr.   |

| Miscellaneous Fees:   |                           |   |
|---|---------------------------|---|
| Re-check Inspection:  |                           |   |
| For example, a restaurant requires 3 re-check inspections in one license year to verify that certain critical issues have been corrected. They will incur one re-check inspection fee for the 3 <sup>rd</sup> visit.  | \$170.00                  | Food Handlers Certificate: \$10.00  |
| Violation Penalty (operating without a license):  | 50% of annual license fee | Food Handlers Certificate Replacement Card: \$5.00                                |
| Tourist Facility delinquent license reinstatement fee – applies after 15 days delinquency.  |                           | Visiting Mobile Food Unit Licensed to Operate in Oregon – Inspection Fee: \$25.00 |
| Delinquent License Renewal Fee: Required when a facility fails to submit their annual license fee by December 31 <sup>st</sup> of each calendar year. A \$100 fee will be immediately incurred on January 1 <sup>st</sup> and then again on the first day of each calendar month their after. | \$100.00 / month          | Photo Copies: \$0.25 / page   |
|   |                           | But you may review files in-person and take pictures for free.                    |

<sup>1</sup> Means: HRCHD licenses and inspects the mobile unit being served by the commissary warehouse. Facilities catering to other facilities must acquire a 'restaurant license.

<sup>2</sup> Temporary Restaurants that are 'Exempt' from licensing still require a formal review and approval. A written approval will be issued to the vender that may be re-used indefinitely (so long as operational plans and site conditions do not change). For more information regarding this process, see: <https://www.hoodrivercounty.gov/temp>.